



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 054

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Acquisition and Assistance Specialist, FSN-9**
(Salary approx. Tk. 74,000 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: **July 1, 2012**

CLOSING DATE: **July 15, 2012**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Acquisition and Assistance Specialist** in the Office of Acquisition and Assistance (OAA).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:



This is a Mid-level Acquisition and Assistance Specialist position in the Office of Acquisition and Assistance (OAA), USAID/Bangladesh. The primary purpose of this position is to serve as a backstop to the Senior Acquisition and Assistance Specialist responsible for supporting the Technical Project Office Teams. Together, the Senior and Mid-level A&A Specialists provide the whole range of procurement support to the Project Office Teams, from inception and design of an award (i.e., contracts and assistance instruments), through soliciting, negotiating and awarding, administering, to final close-out of an award.

The total Life of Project funding for this position's portfolio is approximately \$100 million subject to fluctuation and growth. This position is responsible for instruments that could include Fixed Price and Cost Reimbursement Contracts, Grants, Cooperative Agreements, Task Orders under Washington-held Indefinite Quantity Contracts, Delivery Orders against GSA Schedules, Leader with Associate Awards, PASAs and new instrument types. These instruments include some of the most critical activities concerning bilateral relations between the Governments of the USA and Bangladesh. This position is responsible for annual obligations of approximately \$20-35 million.

MAJOR DUTIES AND RESPONSIBILITIES:

Procurement Planning

- Participates in meetings on strategy development and procurement planning.
- Collates data and prepares and updates tracking tools to monitor pending procurements.
- Participates in discussions with Project Teams on choice of appropriate procurement instruments.
- Conducts preliminary reviews of statements of work, program descriptions, or technical specifications to ensure completeness and appropriateness.
- Works with Project Teams to help prepare justifications, waivers and other necessary approvals when needed.
- Reviews Global Acquisition and Assistance Review System (GLAAS) requisitions for completeness and clarity before endorsing it to Senior A&A Specialist.

Solicitation of Awards:



- Works with Senior A&A Specialist to ensure compliance with FAR and AIDAR advertisement requirements for all types of procurement ranging from simplified acquisitions to complex multimillion dollar technical assistance awards, including the publication of synopses and solicitations as prescribed.
- Works with Senior A&A Specialist to prepare Request for Proposals and Request for Applications.
- Ensures compliance with all competition requirements.
- Prepares draft solicitation documents.
- Posts solicitations on U.S. Government websites.

Negotiations

- Helps analyze proposals. May serve as a member of a Technical Evaluation Committee.
- Helps ensure compliance with all procurement integrity requirements.
- Performs initial evaluation of price and cost proposals for both acquisition proposals and assistance proposals.
- Drafts Memoranda of Negotiations for approval by Contracting Officer.
- Assists with pre-award assessment surveys of potential contractors or recipients to ensure eligibility before an award is made.

Awards:

- Ensures all relevant and required clauses and standard provisions are incorporated into the award document.
- Helps prepare the contract or award document for signature of the Contracting/Agreement Officer.

Administration of Assistance and Acquisition Awards:

- Works with the Contracting Officers Representative (COR) or Agreement Officers Representative (AOR) to ensure proper execution of full range of administrative functions after award.
- Helps ensure CORs/AORs operate within the parameters of the Acquisition & Assistance instruments and the scope of the CORs/AORs delegation of authority.
- Helps conduct post-award briefings.
- Reviews and recommends approval or disapproval of subcontracts by prime contractor or grantee and other key administrative actions by awardees, such as salary rate approvals, international travel requests, etc.



- Monitors implementing partners for possible irregularities with execution of the award, and recommends specific remedies.
- Makes field trips and site visits to oversee compliance with contract terms and conditions to encourage successful project implementation.
- Works closely with the Office of Financial Management (OFM), the Regional Inspector General (RIG) and the Regional Legal Advisor (RLA) to resolve issues associated with audit findings
- Helps ensure timely preparation and posting of Contractor Performance Assessment Reports (CPARS).
- Maintains contract files and records. Prepares reports as required.
- Helps close out expired awards.
- Other duties as assigned.

Professional Development:

- Develops formal training plan for self in collaboration with Senior A&A Specialist for approval by the Contracting Officer.
- Stays updated and informed of constantly evolving policies, legislation, regulations and Executive Orders which impact acquisition and assistance processes. Shares this information with colleagues and customers as appropriate.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** A Bachelor's Degree or equivalent. In absence of a Bachelor's Degree, four years of progressively responsible, job-related, professional-level experience may be substituted. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Four years of progressively responsible experience in procurement or a closely related field. A relevant education degree beyond the Bachelor level may be substituted for some of the required work experience. Experience with a USG agency is desirable. **35 points**
- 3. Knowledge:** A thorough knowledge of the principles and best practices of foreign government, host government, international NGOs or foreign donor agency regulations on acquisition, contracting and business procedures; local market conditions; costs and pricing structures; and negotiation methods and techniques is required. **25 points**
- 4. Skills and Abilities:** The successful applicant must be enthusiastic and a self-directed learner. The successful applicant must have the ability to organize and manage acquisition functions effectively; apply regulations and procedures to individual situations; establish and maintain effective working relations with counterparts within USAID, the host-government, and local supply sources; analyze cost/price data; and be able to multi-task and work under pressure. Excellent oral and written communication skills are required. Strong, professional computer skills, full range of MS Office software, including spreadsheet, database, PowerPoint and graphics, etc., is required. Excellent interpersonal skills and demonstration of working in a team is required. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV: At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.



Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.